

Michigan Department of Treasury
SSG Refunds
P.O. Box 30782
Lansing, MI 48909

Phone: 1-888-4-GRANTS
(1-888-447-2687)

Fax: 517-241-5835

E-mail: OSG@michigan.gov
www.michigan.gov/osg

Student Scholarships & Grants State Programs Refund Worksheet



Make checks payable to:
State of Michigan

USE ONE WORKSHEET PER PROGRAM per Academic Year

- ☐ Children of Veterans Tuition Grant
 ☐ GEAR UP Michigan Scholarship
 ☐ GEAR UP College Day Scholarship
 ☐ Tuition Incentive Program (TIP)
- ☐ Michigan Competitive Scholarship
 ☐ Michigan Tuition Grant

This form is to be completed by postsecondary institutions returning previously paid funds to the Student Scholarships and Grants (SSG). Institutions must return funds if students do not meet the enrollment standard, do not make satisfactory academic progress, if a student withdraws, or otherwise does not meet program requirements. Form and check should be sent to the refund specific P.O. Box listed above.

College Name		Total Refund Due
Semester/Term and Date Semester/Term Began	Number of Students	Check Number

Student Name	SSN xxx-xx-____	Original Award Amount	Original Credits Billed	Correct Tuition Amount	Correct Fees Amount	Correct Credits	Amount of Refund	Reason for Refund
Total							\$	

Authorized Signature	Title	Date
Phone Number	Fax Number	E-mail Address

For office use only: *Processed by:* _____ *Date Received:* _____

Student Name	SSN xxx-xx-____	Original Award Amount	Original Credits Billed	Correct Tuition Amount	Correct Fees Amount	Correct Credits	Amount of Refund	Reason for Refund
Total							\$	